

Terms of Business Agreement – Sub-Brokers

This Terms of Business Agreement is made on..... (“Commencement Date”)

Between Touchstone Underwriting Limited of 5th Floor, Meridien House, 71 Clarendon Road, Watford, Herts WD17 1DS
of the one part (hereinafter referred to as “TUL”)

And (Hereinafter referred to as the “Broker”)

Of
.....

This Terms of Business Agreement replaces any other terms of business with TUL with effect from the commencement date.

This Agreement reflects the terms of business under which all general insurance business placed is transacted between TUL and the Broker, on behalf of its clients, from the Commencement date.

1. GENERAL TERM

- 1.1 The Broker and TUL will mutually conduct their regulated activities in accordance with the rules and requirements of the relevant regulator.
- 1.2 For the purpose of the Agreement the Broker is, at all times, acting as the agent of its clients and not TUL. The Broker has no authority to act on behalf of TUL, unless otherwise expressly stated. For the avoidance of doubt the Broker is solely responsible for the advice which it gives to its clients. The Broker shall be acting as the agent of its clients, not TUL in relation to the preparation of all proposal forms, statements of fact, e-trading submissions, cover notes and other documentation relating to any insurance underwritten or placed by TUL. The Broker must make the client aware of their requirement to disclose all material facts.
- 1.3 TUL undertakes not directly or knowingly to solicit the clients of the Broker away from the Broker during the currency of the Agreement or for two years following the termination of this Agreement but we may contact orphaned clients in the event that the Broker is no longer able to service them because of their permissions being revoked, subject to clause 8.5 below.
- 1.4 The Broker shall not appoint any sub-agent to deal with the insurance business of TUL, unless expressly agreed in writing and strictly subject to any terms imposed by TUL.
- 1.5 The Broker and TUL may, by mutual written consent, agree to vary the terms and conditions of this Agreement at any time.
- 1.6 The Broker shall immediately advise TUL in writing of any significant changes in the regulatory status, structure, location or domicile of the Broker.
- 1.7 Each party will fully and effectively indemnify the other party against any costs, loss, liability or any expense whatsoever which may be suffered by the other party directly or indirectly as a result of any service performed or action taken or omitted to be taken by the first party, save to the extent that the

same is due to the other party's negligence, wilful default or fraud.

- 1.8 The Broker expressly agrees that nothing in this Agreement obligates TUL to accept any proposal for insurance or renewal of any existing policy or to maintain cover of any existing policy in line with policy terms and conditions. Cover is not effective until the Broker is in receipt of written confirmation from TUL.
- 1.9 Nothing in this Agreement shall grant the Broker authority to accept, amend or vary Insurance Business, settle, negotiate or compromise claims, alter any document or policy, make any non-exempt financial promotion on TUL's behalf, and/or commit TUL in any way.
- 1.10 The Broker will not use or display any advertisement or banner or any other promotional material which refers to TUL or our business without our prior written consent.

2. DOCUMENTATION, PROPOSALS AND RENEWALS

- 2.1 The Broker must take all reasonable steps to ensure that all proposal forms and statement of facts are properly and accurately prepared and must dispatch such documentation promptly to the client and/or TUL as appropriate. TUL reserves the right to refuse any business introduced, including business offered through any electronic process for any failure to comply with the obligation of this clause.
- 2.2 The Broker must provide promptly to TUL any material information provided by the client in respect of any insurance underwritten or proposed to be underwritten by TUL on behalf of insurers and assist in the performance of Employers Liability Tracing Office reporting.
- 2.3 Unless otherwise agreed, TUL shall issue renewal documentation to the Broker for those insurance policies for which TUL is prepared to offer renewal. The Broker shall send the appropriate renewal documentation to the client concerned promptly and advise the client of any changes to the terms applicable to that client. If the client does not renew the Broker must return or destroy any renewal documentation issued by TUL. Where under

regulation a mandatory timetable exists for the issue of renewal documentation by either TUL or the Broker that timetable must be adhered to. If TUL is not prepared to offer renewal for a policy the Broker will be notified accordingly.

- 2.4 The Broker must give to its client promptly, after being provided with the documentation by TUL or others on TUL's behalf, and in accordance with the applicable legislation all certificates and other documents which those clients are required to obtain under the terms of the legislation in relation to general insurance business placed by TUL on behalf of insurers. The Broker must read and check the documents carefully and ensure they are suitable for their client's needs and warranties expressed terms and conditions can be complied with.
- 2.5 Where a client terminates an insurance policy prior to normal expiry, the Broker shall use reasonable endeavours to return to TUL all relevant documentation no later than 7 days after notice of termination has been given. In the case of motor insurance, the policy can only be terminated when the client has surrendered the current Certificate of Motor Insurance. The Certificate of Motor Insurance must be returned to TUL immediately. Refunds will depend upon the specific terms of the contract in force.

3. COMMISSION

- 3.1 TUL shall pay commission to the Broker in accordance with the Schedule agreed subject to any individual case being negotiated separately at the time of placement as stated on the quotation.
- 3.2 TUL may alter the provisions of the Commission Schedule by giving one month's notice in writing to the Broker.
- 3.3 Commission shall only be payable if:
- 3.3.1. The Broker can (if requested) produce written evidence that the policyholder recognises the Broker as his agent, and
- 3.3.2. The Broker is in receipt of cleared funds from the client.
- 3.4 In the event of a mid term adjustment or of a policy being cancelled for any reason, the Broker must repay to TUL any commission received in respect of any part of the premium repaid by TUL to the client concerned.

4. ACCOUNTING

- 4.1 A Debit Note will be issued to the Broker once premiums have been agreed. In the event of protracted negotiations TUL may issue a debit note for a deposit premium. The Broker will pay all premiums in accordance with the credit terms stated on the Debit Note and agreed by the parties provided if different.
- 4.2 In the event of the Broker allowing his client to pay the premium under an instalment arrangement with a premium finance company, or in any other way granting extended terms to the client, the premium

payment conditions of this agreement continue to apply.

- 4.3 TUL is in certain circumstances permitted by the insurer to allow the broker to hold premiums and return premiums as agent of TUL, itself as agent of the insurer. Where this is the case, this will be agreed in writing and the broker will be entitled to treat such moneys as if it were Client Money for the purposes of complying with the FCA CASS rules. Such money may therefore be co-mingled with other Client Money held by the broker in a Statutory or non-Statutory Client Trust Account in accordance with the CASS rules.
- 4.4 Where 4.3 applies, TUL is authorised by the insurer to confirm to the broker that TUL's and the insurer's rights to such co-mingled Risk Transfer money are subordinate to the rights of the Broker's clients to any Client Money held by the Broker on behalf of the clients.

5. RESPONSIBILITY FOR PREMIUMS

- 5.1 The Broker shall hold monies received from their client on behalf of TUL in a statutory or non-statutory trust in accordance with, as a minimum standard, the requirements of the FCA Rules.
- 5.2 Unless otherwise stated TUL will act as agent of the insurer for the holding of all premiums and claims money. Risk Transfer will not be cascaded to the Broker unless specifically stated.
- 5.3 The client shall be liable to TUL for the payment of all sums which may be due or may become due at any time arising from the insurance placed on their behalf under this Agreement. In the event of failure, by the Broker, of payment to TUL within the agreed terms of credit, TUL will be entitled to approach the client directly for payment of the outstanding premiums and apply the provisions of any premium payment warranty.
- 5.4 The Broker is entitled to retain any interest earned on premiums or return premiums unless it is in default of the credit terms.

6. COMPLIANCE

- 6.1 The Broker's and TUL's obligations to comply with the Financial Services and Markets Act 2000 and all regulatory requirements applicable include:
- 6.1.1 Treating clients fairly
- 6.1.2. Having appropriate systems in place which reflect the nature, scale and complexity of its business
- 6.1.3. Conducting its business with due skill, care and diligence.
- 6.2 The Broker shall immediately notify TUL on receiving a complaint, arising from business under this agreement, from a client and will promptly provide copies of all relevant information and documentation to TUL.
- 6.3 The Broker and TUL shall be responsible for the technical training and competence of their respective staff and ensuring that they adhere to the requirements of the FCA regulation.

- 6.4 The Broker and TUL undertake to comply with the provisions of the Data Protection Act 1998 and all other data protection legislation from time to time in respect of personal information.
- 6.5 The Broker must at all times maintain appropriate licences under the Consumer Credit Act where relevant.
- 6.6 Both parties shall comply with all applicable laws, codes of practice, statutory requirements and any applicable guidance by regulators of industry bodies.
- 6.7 The Broker shall not bind Us to cover with any organisation or individual who appears on the UN or HM Sanctions list and the Broker shall at all times be responsible for checking such list and shall indemnify Us in respect of any loss, damage, fine or other penalty arising out of The Broker's failure to comply with this clause.
- 6.8 Each party agrees to comply with its respective obligations under the Bribery Act 2010 and any replacement or amending legislation.
- 6.9 Each party agrees to maintain current, adequate and effective policies and procedures intended to prevent or mitigate acts of bribery, and intended to assist in the identification of any such acts that occur.
- 6.10 The Broker undertakes to :
- 6.12.1 Provide us with a copy of your current policies and procedures relevant to the Bribery Act 2010, if requested
- 6.12.2 Ensure that all Third Parties (including sub-brokers and/or appointed representatives) used by you which are associated with you in any way in the conduct of business arising under this agreement also have in place current, adequate and effective policies and procedures relevant to the Bribery Act 2010
- 6.12.3 Notify us promptly of any breaches of the Bribery Act 2010.
- 7. CLAIMS**
- 7.1 The Broker must advise TUL/our Insurers immediately upon receipt of notice of a claim. The Broker has no authority to act on behalf of TUL in respect of claims, and in particular, is not authorised to commit TUL in any way or to arrange a claim settlement.
- 8. TERMINATION**
- 8.1 Either party may terminate this Agreement by giving the other party not less than 30 days written notice.
- 8.2 In the event of such termination the Broker may either:
- 8.2.1 Commencing not more than 30 days after notice of termination take 12 months to place existing business elsewhere, as policies fall due for renewal. In such case the parties shall co-operate during this period to achieve such objective and TUL shall provide if appropriate the information reasonably necessary to the Broker to place the business elsewhere:
or
- 8.2.2 With the consent of TUL, transfer the Intermediary's Insurance business to another intermediary with whom TUL has a current Agreement, or is prepared to enter into a new Agreement.
- 8.3 Either party may terminate this Agreement on written notice to the other party with immediate effect if:
- 8.3.1 Either party has reasonable grounds for suspecting the other party, or its employees, agents, independent contractors are guilty of fraud, dishonesty or bad administration
- 8.3.2 Either party has materially breached any of the provisions of the Agreement and has failed to remedy such breach within 15 days of receiving written notice requiring such breach to be remedied from the party not in breach
- 8.3.3 Either party becomes the subject of voluntary or involuntary rehabilitation or liquidation proceedings or becomes the subject of an action in bankruptcy or makes or proposes any composition with its creditors or otherwise acknowledge its insolvency
- 8.3.4 Either party suspends payments or is unable to pay its debts in accordance with the insolvency Act 1986.
- 8.4 TUL may terminate or suspend this Agreement by written notice with immediate effect if:
- 8.4.1 The Broker takes up residence or becomes domiciled outside the UK
- 8.4.2 The Broker fails to pay or account for any sum due to TUL under this Agreement within the time permitted for such payments
- 8.4.3 The Broker being a sole trader dies
- 8.4.4 The business of the Broker is acquired, amalgamated controlled or administered by any other person partnership, company, corporation or authority
- 8.4.5 TUL in its absolute discretion decides it is unable to continue this Agreement as a result of the appointment of a director or partner of the Broker
- 8.4.6 The Broker's permission under Part 4A of Financial Services and Markets Act 2000 is terminated or has been varied and such variation is likely to cause prejudice to Customers or if the FCA exercises any of the powers which it has under Financial Services and Markets Act 2000 in relation to the Broker (including in particular any powers available to the FCA under Part 2 of Financial Services and Markets Act 2000)
- 8.4.7 Being an individual any arrangement or composition is made with the Broker's creditors or a petition for bankruptcy or an administrative order is filed or the Broker is adjudged bankrupt or if being a partnership, the partnership dissolves: or

8.4.8 The Broker ceases or threatens to cease to carry on business.

8.5 On termination or suspension of the Agreement:

8.5.1 TUL shall not accept proposals for new business from the Broker and the Broker shall not issue renewal invitations

8.5.2 All rights to commission cease from the date of termination in respect of any subsequent business handled by TUL

8.5.3 All books, papers, records and other property of TUL must be returned immediately to TUL

8.5.4 The Broker must immediately provide TUL with full details of all transactions being carried out by the Broker in the course of the Agreement at the date of termination

8.5.5 All monies outstanding to either party held by the other become immediately due and payable

8.5.6 Where at the date of termination premiums are due from policyholders for cover issued before termination, TUL may collect the premium direct

8.5.7 TUL shall, at the request of the Broker, provide reasonable access to its records relating to those clients of the Broker for the purposes of placing insurance business relating to those clients with other insurers. TUL may advise any specific procedures required for administering current business at the time of termination; and

8.5.8 The Agreement shall continue in effect in respect of all insurance business written prior to the date of termination (other than for the renewal of such business following the dates of termination) and all such sums due from either party to the other shall be paid in accordance with the terms of this Agreement.

9. CONFIDENTIALITY

9.1 Each party shall at all times during the continuance of this Agreement and after its termination keep all Information Confidential that it may acquire in relation to the business or affairs of the other party.

9.2 The obligations set out above shall not apply to any information which:

9.2.1 Is publicly available or becomes publicly available through no act or omission of that party; or

9.2.2. A party is required to disclose by order of a court of competent jurisdiction or regulatory authority; or

9.2.3 Was lawfully in the possession of either party or the disclosure of which was not in breach of any obligation of confidentiality or other duty or restriction.

10. GENERAL

10.1 This Agreement shall be governed by and interpreted in accordance with the laws of England and both parties hereto agree to submit to the exclusive jurisdiction of the English Courts.

10.2 Any waiver by either party of a breach of any provisions of this Agreement shall not be considered as a waiver of any subsequent breach of the same or any other provision thereof.

10.3 This Agreement is personal to the parties and the benefits and obligations may not be assigned or delegated in whole or in part without both parties written consent.

10.4 If any provision of this Agreement shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement which will remain in full force and effect.

10.5 Any variations to the terms of this Agreement must be confirmed in writing and signed by both parties.

10.6 Both Parties shall maintain procedures to ensure that they have in place arrangement for the identification and management of any conflict of interest that may arise in relation to any Insurance Business.

11. FORCE MAJEURE

11.1 Either Party shall not be liable for any delay or non performance of its obligation under this Agreement caused by an event beyond its control (a "Force Majeure Event") provided that the Party affected gives prompt notice in writing to the other party and used all reasonable endeavours to continue to perform its obligations under the Agreement.

12. INTELLECTUAL PROPERTY RIGHTS

12.1 Both parties will retain ownership of all their respective rights, in the products, data, databases, computer programmes, documents, materials, ideas or other information or any compilation thereof used in the performance of their obligations hereunder. The Parties agree to do whatever is reasonably necessary to confirm or give effect to such ownership.

Commissions

This Schedule outlines the amount of minimum commission that will be given by Touchstone Underwriting Limited to the intermediary other than that agreed separately on an individual risk basis.

Product	Minimum Commission
Commercial	
Commercial Combined	15%
Commercial & Residential Property Owners	15%
Engineering Inspection	15%
Legal Expenses	15%
Liability & Excess Layer	15%
Unoccupied Properties, Non Standard Property	15%
Liability & Construction	
Contract Works and/or Plant	15%
Liability	15%
Per Capita	15%
Roofers & Scaffolders	15%
6.5.1.	10%
Hospitality & Leisure	
Hotels (sums insured above £2m)	10%
Packages	
Cafes/Caterers/Restaurants/Takeaways	17.5%
Dry Cleaners	17.5%
Fish & Chip Shops	17.5%
Hotels (up to £2m S.I.) & Guest Houses	17.5%
Launderettes (manned)	17.5%
Office	17.5%
Pubs	17.5%
Retailers	17.5%
Surgery	17.5%
Travel & Tour	
Tour Operators and Travel Agents Combined Liability	10%
Travel Agents Office Combined	15%
Tour Operators Office	15%

We are always willing to discuss higher commission or alternative arrangements for additional support or on individual cases. We are also happy to discuss the placing of block business for portfolios or scheme opportunities.

Broker Contact Information & Profile



Basic firm information

Broker name: _____
Postcode: _____ Company registration number: _____
No of branches: _____ No of staff: _____
Website: _____
Office telephone: _____

Details of person responsible for Accounts

Full Name: _____
Position: _____
Email: _____
Direct Dial: _____ Mobile: _____
Access to the online Broker Portal? YES NO

Key contacts

Full Name: _____ Position: _____
Email: _____
Direct Dial: _____ Mobile: _____
Access to the online Broker Portal? YES NO

Full Name: _____ Position: _____
Email: _____
Direct Dial: _____ Mobile: _____
Access to the online Broker Portal? YES NO

Full Name: _____ Position: _____
Email: _____
Direct Dial: _____ Mobile: _____
Access to the online Broker Portal? YES NO

Full Name: _____ Position: _____
Email: _____
Direct Dial: _____ Mobile: _____
Access to the online Broker Portal? YES NO

If there are more key contacts to add, please continue on a separate piece of paper or attach your employee contact sheet.

How much business do you anticipate placing with Touchstone Underwriting over the next 12 months? (Minimum commitment required £50,000)

	Existing Business	GWP commitment for next 12 Months
Commercial Combined	£	£
Package	£	£
Hotels, Pubs & Restaurants	£	£
Leisure	£	£
Real Estate	£	£
High Risk Liability	£	£
General Liability	£	£
Roofers & Scaffolders	£	£
Engineering Insurance and/or Inspection	£	£
Excess of Loss	£	£
Per Capita	£	£
Non-standard Property (inc unoccupied)	£	£
CAR / Plant	£	£
Tour Operators/Travel Agency	£	£
<i>Fleet</i>	£	£
<i>Household / Private Motor</i>	£	£
TOTAL	£	£

Please tell us any networks or broker groups that you are part of:

Do you offer Sub-Broking Activities?
Please provide details:

Which Lloyds Broker do you use?

Specialism's/Current Schemes/DUA's

Product	Scheme

Potential Schemes/DUA's

Product	Scheme

Declaration

Signed on behalf of Broker: _____ Date: _____
 Name: _____ FCA Number of Firm: _____
 Position: _____

Signed on behalf of Touchstone Underwriting: _____ Date: _____
 Name: _____ FCA Number of Firm: **474614**
 Position: _____

Contacts – Watford Office

Address: 5th Floor Meridien House, 71 Clarendon Road, Watford WD17 1DS Fax: 01923 298 445

Liability & Construction Underwriting

David Pargetor	01923 298 432		david.pargetor@t-u-l.co.uk
Harry Hodges	01923 298 434		harry.hodges@t-u-l.co.uk

Property & Commercial Underwriting

Alan Spivey	01923 298 449	07720 739892	alan.spivey@t-u-l.co.uk
Simon Bell	01923 298 441		simon.bell@t-u-l.co.uk
David Edwards	01923 298 444		david.edwards@t-u-l.co.uk
Zoe Harrington	01923 298 448		zoe.harrington@t-u-l.co.uk
Lauren McCann	01923 298 420		lauren.mccann@t-u-l.co.uk

Travel & Tour Underwriting

Stuart Burt	01923 298 428	07775 531881	stuart.burt@t-u-l.co.uk
Laura Collett	01923 298 427		laura.collett@t-u-l.co.uk
Richard Foster	01923 298 429		richard.foster@t-u-l.co.uk
Shannon Mattson	01923 298 417		shannon.mattson@t-u-l.co.uk

Claims

Amy Manning	01923 298 431		amy.manning@t-u-l.co.uk
-------------	---------------	--	-------------------------

Online Product Support and IT

Martin Warr	01923 298 436		martin.warr@t-u-l.co.uk
-------------	---------------	--	-------------------------

CRM & Agency Manager

Priya Voralia	01923 298 438		priya.voralia@t-u-l.co.uk
---------------	---------------	--	---------------------------

Contacts – Chelmsford Office

Address: Saxon House, Duke Street, Chelmsford CM1 1HT Fax: 0871 277 2855

Hospitality & Leisure Underwriting

Rebekah Whiskin	01245 204 579		rebekah.whiskin@t-u-l.co.uk
Kerry Skinner	01245 204 557		kerry.skinner@t-u-l.co.uk

Accounts

Elaine Coggan	01245 204 568		elaine.coggan@t-u-l.co.uk
---------------	---------------	--	---------------------------

Contacts – London Office

Address: 5 Lloyd's Avenue, London EC3N 3AE Fax: 0871 277 2855

Liability & Construction Underwriting

Mike Patston	020 7977 7879	07720 739836	mike.patston@t-u-l.co.uk
--------------	---------------	--------------	--------------------------

Hospitality & Leisure Underwriting

Glen Gibbons	020 7977 7852	07739 615919	glen.gibbons@t-u-l.co.uk
--------------	---------------	--------------	--------------------------

Marketing

Jackie Knight	020 7977 7880	07824 486319	jackie.knight@seventeengroup.co.uk
---------------	---------------	--------------	------------------------------------